



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #4.600 Joint Reentry Team (JET)

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s):	Effective Date: March 15, 2015 Revision/Review History: 03/01/14 03/15/13 10/31/11 08/05/02 Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy:	Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director 3-3-15 Date	

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS
 - A. WDOC Form # 419, *JET Participation Form*
2. OTHER – None Noted



I. PURPOSE

- A. **Joint Reentry Team.** The purpose of this policy and procedure is to protect public safety by reintegrating offenders diagnosed with a serious and persistent mental illness (SPMI) into the community, while insuring timely access to appropriate community mental health services. The Wyoming Department of Corrections (WDOC) shall partner with the Wyoming Department of Health's (WDH) Wyoming State Hospital, in a coordinated team approach to identify SPMI inmates located in WDOC facilities who are within six (6) months of possible release. This partnership will allow for the assessment of individual needs, the creation of a transition plan, the ability to identify and make referrals to community resources, and to provide a supply of psychotropic medication. This partnership will be known as the Joint Reentry Team (JET), which will be governed by a Memorandum of Understanding (MOU) between WDOC and WDH.

II. POLICY

- A. **General Policy.** It is the policy of the WDOC to identify inmates who are within six (6) months of possible release who may benefit from JET services. Through regularly scheduled JET team meetings, inmate needs will be identified, and resources and referrals to community providers will be discussed. Resources and referrals which may be identified include but are not limited to the following:
1. Medication provision;
 2. Housing;
 3. Employment;
 4. Public assistance such as Medicaid, Supplemental Security Income (SSI), and Social Security Disability Insurance (SSDI);
 5. Community mental health treatment;
 6. Substance abuse treatment; and
 7. Community supervision.

III. DEFINITIONS



- A. **Community Reentry Checklist:** Checklist for inmates transitioning into the community to complete, including sections regarding their identification, housing, medication, medical needs, support system, employment, and substance abuse or mental health treatment.
- B. **Enhanced Case Management (ECM):** Case management services provided by the WDOC to medium and high risk referred inmates to assist in the transition back into the community. Such services begin six (6) months prior to release and extend sixty (60) days following transition into the community.
- C. **JET Facility Coordinator:** A staff person designated at each facility to coordinate directly with mental health, the JET list and associated duties.
- D. **Joint Reentry Team (JET):** A team consisting of representation from the Wyoming State Hospital, Wyoming Department of Corrections, WDOC's contracted mental health services provider, WDOC's contracted substance abuse treatment provider, and case management staff from the correctional facilities, probation and parole, and others who may be identified on a case by case basis.
- E. **Serious and Persistent Mental Illness (SPMI):** Generally those individuals who are diagnosed with Schizophrenia, Bipolar Disorder, and Major Depressive Disorder, or those disorders identified on the SPMI Determination form.

IV. PROCEDURE

A. Identification of JET Participants

- 1. Mental health contract providers shall indicate in WCIS when an inmate has an identified serious and persistent mental illness (SPMI) designation.
 - i. The SPMI designation shall be reviewed every six (6) months, or sooner, as determined by mental health professionals.
 - ii. Removal from the SPMI list is solely the responsibility of mental health providers.
- 2. Each facility shall assign a coordinator who will be responsible to work directly with contracted mental health staff concerning JET eligibility.
 - i. Each month, the contracted mental health staff will provide a list of inmates on the chronic care list who are eligible for JET services to the coordinator.



- ii. These inmates shall be referred for enhanced case management services and tracked on the enhanced case management list. The coordinator shall e-mail the completed list of JET participants who are within 6 months of possible release to institutional casework staff. This list will act as the agenda for the upcoming JET meeting.

B. JET Meetings

1. Regularly scheduled JET meetings shall be held monthly at a minimum. Case reviews during JET meetings shall include but not be limited to the following:
 - i. Medication information;
 - ii. Housing plans;
 - iii. Identification of resources; and
 - iv. Referrals to community providers.
2. The JET team and those staff that participate in JET meetings shall be made up of Field Services Reentry Coordinators, Community Based Program Manager, Institutional Caseworkers (for their cases on agenda), Contract Mental Health staff, and necessary Contract Administration staff. In addition, Prison Division Reentry Program Manager, Institutional Reentry Coordinator, Contract Medical staff, Reentry Caseworkers, Case Team Leaders, and State Hospital staff may also participate as necessary.
3. It is the responsibility of the JET team to discuss housing, medication, and referral(s) for the inmate.
4. JET minutes shall be forwarded monthly to all JET members by the Mental Health contract provider. The minutes shall be provided within seven (7) days of each JET meeting.
5. The Community Based Program Manager shall ensure that Field Services Reentry Coordinators are present at JET meetings and participate in the JET process.
 - i. In the event they are not available for a JET meeting, they will ensure appropriate representation is available for the case to be discussed.



6. The contracted Mental Health Director shall ensure that appropriate mental health and medical staff at each facility will be present at JET meetings and participate as necessary.
7. The JET Facility Coordinator, in conjunction with contracted mental health staff, shall routinely update the JET roster of inmates being discussed at the meeting to ensure appropriate staff are contacted for meeting times and receive JET minutes.

C. Additional Responsibilities of JET

1. The WDOC contracted mental health service provider shall be responsible for the design and production of quarterly reports based on quality assurance principles and monitoring of the JET program.
2. If a JET participant is releasing to community supervision, the Field Services Reentry Coordinator or Institutional Reentry Caseworker shall contact and coordinate with the local Field Office prior to release.
3. It is understood that by virtue of the Memorandum of Understanding between WDOC and WDH providing for the JET program and mutual cooperation of the agencies, all statutes, rules, regulations, policies and procedures of the partnering agencies related to confidentiality and release of information are included herein by reference and remain in full force and effect.
4. Participating entities and WDOC correctional facilities shall develop correctional procedures to ensure the requirements of this policy are met.

D. Medication Provisions for JET Participants. The contracted mental health service provider shall provide the inmate with a fourteen (14) day supply of psychotropic medication and the Wyoming State Hospital shall provide a thirty (30) day supply of psychotropic medication upon release.

1. The team shall ensure an accurate location to mental health professionals where the medication shall be sent.
2. Prior to the JET inmate's release from prison, a list of current prescription(s) and allergies shall be faxed to the Wyoming State Pharmacy using WDOC Form #419, *JET Participation Form*.
 - i. Inmates who are not transitioning to a Wyoming community will not be given the additional medication by the State Hospital.



- ii.** Inmates who qualify as SPMI, but not currently taking medication will not be given medication by the State Hospital.
- iii.** Prior to the inmate leaving the correctional facility, the contracted Mental Health provider shall notify the Wyoming State Pharmacy to ensure the medication is mailed to the inmates discharge address.

V. TRAINING POINTS

- A.** Which staff will participate in JET meetings?
- B.** What process must occur before an inmate can be discussed at a JET meeting?
- C.** How much medication will be supplied to the inmate by the contract medical provider? How much medication will be provided by the Wyoming State Hospital?